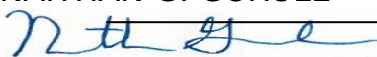
	LOS LUNAS POLICE DEPARTMENT	
	OPERATIONS	NUMBER: OPR.01.01(E) EFFECTIVE DATE: May 10, 2011
	SUBJECT: Critical Incident Notification REVIEW DATE: June 26, 2018	
	AMENDS/ SUPERSEDES:	NMSA:
NMMLEPSC STANDARDS:		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature

I. Purpose

It is the purpose of the policy to establish guidelines for the timely notification of command staff officers to include the Chief of Police, Deputy Chief of Police and Division Lieutenants of serious critical police incidents occurring within the community.

II. Responsibilities

- A. Supervisors and/or the officer in charge (OIC) of the scene of a critical incident or an incident that by its nature could gain media or community attention will comply with the following:
 1. Initiate the critical incident command staff notification by email using the Police Department Command Staff group list in Microsoft Outlook or by sending an E-mail to pdcommandstaff@loslunasnm.gov. The supervisor or OIC shall send the E-mail or request the on-duty dispatch supervisor, dispatcher or call taker to do so, describing the incident.
 2. Additional email notification may be sent out providing updated information regarding the critical incident as deemed necessary by the OIC.
 3. The critical incident command staff notification will be used to notify command staff personnel of the incident and may also include the request of specific personnel to respond to the critical incident and/ or

equipment needed at the incident.

4. The on-duty supervisor or OIC will be responsible for contacting his/her immediate supervisor informing him/her of the critical incident. The critical incident information shall be passed up through the chain of command to the Chief of Police.

III. Examples

- A. Below are examples of critical incidents when the supervisor or the OIC shall use the system, but critical incidents are not limited to these examples.

1. Homicides
2. S.W.A.T. situations
3. Serious bodily injury or fatal crashes
4. Kidnapping
5. Missing Child
6. Police Pursuits
7. Police involved shooting and citizen involved shooting with firearms.
8. Any other critical incidents by their nature may draw media or community attention, i.e. a person observed carrying a firearm in the rear of an elementary school.
9. **Use of Force incidents - The following needs to be included in the notification: (revised 06/26/18)**
 - a. **Date of Incident**
 - b. **Case report number**
 - c. **Officer(s) involved**
 - d. **Subject(s) involved**
 - e. **Officer Body Camera Recording available**
10. **Citizen Complaints - The following needs to be included in the notification: (revised 06/26/18)**
 - a. **Date reported.**

- b. Date of incident
- c. Complainant
- d. Officer(s) involved
- e. Officer Body Camera Recording available

- B. If there is any doubt in sending the critical incident command staff e-mail notification, **SEND IT.**

If the Chief of Police, Mayor, Council and/or Administrator should be made aware of the incident, **SEND IT.**

In the absence of the Chief of Police and/or the Deputy Chief of Police, a Lieutenant or O.I.C. shall notify the Administrator and/or the Mayor/ Council after receipt of the critical incident command staff e-mail notification.